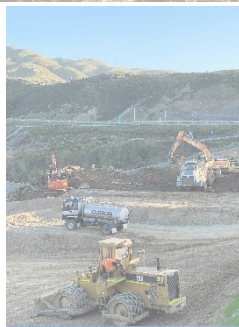




Job Descriptions



JOB TITLE Labourer

DATE

REPORTS TO Bryce O'Sullivan

POSITION DESCRIPTION

Position purpose

Perform manual labour and operate a variety of power tools as directed by management to assist with the company's current projects.

Main tasks

Core objectives include:

- Operate a variety of power tools including drills, forklifts, loaders, compactors and other tools as directed by management in compliance with the company's operating safety policies and procedures
- Clean and prepare construction sites as required including erecting scaffolding, removing and properly disposing of debris and waste materials and digging trenches
- Shovel materials to and from construction areas
- Arrange delivery of materials and metal required to complete works in an organised and orderly manor
- Provide recommendations for maintaining and improving environmental performance
- Ensure company equipment and material is maintained, kept clean and stored in a safe manor
- Perform routine maintenance on machines such as cleaning and lubricating etc
- Identify faults in equipment and take measures to fix them, this may include carrying out minimal repairs on the machine when necessary
- Complete all required paperwork such as dockets, timesheets and pre-start checklists
- Document information of purchases, repair and maintenance for record keeping
- Ensure that safety procedures are completely followed and report hazards to relevant authorities
- Adhere to company work policies and conditions
- Communicate with co-workers in a cordial and professional manor and establish good working relationships on site
- General works as required

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Comply with reasonable directions given to you by the Employer
- At all times act faithfully, honestly, and diligently
- Deal with the Employer in good faith in all aspects of the employment relationship
- Ensure you are performing solely work-related activities in work time

- Exhibit professional and courteous attitude when dealing with the Employer, its customers, employees, suppliers, and other members of the public
- Act in the Employers best interests at all times
- Fulfil other duties as required by management and other department personnel as requested/required

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date

JOB TITLE Heavy Machinery Operator

DATE

REPORTS TO Bryce O'Sullivan

POSITION DESCRIPTION

Position purpose Operate heavy machinery to assist with the company's current projects.

Main tasks Core objectives include:

- Operate heavy machinery in compliance with the company's operating safety policies and procedures
- Arrange delivery of materials and metal required to complete works in an organised and orderly manor
- Provide recommendations for maintaining and improving environmental performance
- Ensure company equipment and material is maintained, kept clean and stored in a safe manor
- Perform routine maintenance on machines such as cleaning and lubricating etc
- Identify faults in equipment and take measures to fix them, this may include carrying out minimal repairs on the machine when necessary
- Complete all required paperwork such as dockets, timesheets and pre-start checklists
- Document information of purchases, repair and maintenance for record keeping
- Ensure that safety procedures are completely followed and report hazards to relevant authorities
- Adhere to company work policies and conditions
- Communicate with co-workers in a cordial and professional manor and establish good working relationships on site
- General works as required when not in machine

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

- Other Duties**
- Comply with reasonable directions given to you by the Employer
 - At all times act faithfully, honestly, and diligently
 - Deal with the Employer in good faith in all aspects of the employment relationship
 - Ensure you are performing solely work-related activities in work time
 - Exhibit professional and courteous attitude when dealing with the Employer, its customers, employees, suppliers, and other members of the public
 - Act in the Employers best interests at all times
 - Fulfil other duties as required by management and other department personnel as requested/required

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date

JOB TITLE Truck Driver

DATE

REPORTS TO Bryce O'Sullivan

POSITION DESCRIPTION

Position purpose

Drive a truck to transport materials and machinery to and from site as required to assist on the company's current projects.

Main tasks

Core objectives include:

- Drive a truck/transporter and operate other machinery when required in compliance with the company's operating safety policies and procedures
- Arrange delivery of machinery, materials and metal required to complete works in an organised and orderly manor
- Provide recommendations for maintaining and improving environmental performance
- Ensure company equipment and material is maintained, kept clean and stored in a safe manor
- Perform routine maintenance on truck/transporter and machines such as cleaning and lubricating etc
- Identify faults in equipment and take measures to fix them, this may include carrying out minimal repairs when necessary
- Complete all required paperwork such as dockets, timesheets and pre-start checklists
- Document information of purchases, repair and maintenance for record keeping
- Ensure that safety procedures are completely followed and report hazards to relevant authorities
- Adhere to company work policies and conditions
- Communicate with co-workers in a cordial and professional manor and establish good working relationships on site
- General works as required when not in truck or machine

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Comply with reasonable directions given to you by the Employer
- At all times act faithfully, honestly, and diligently
- Deal with the Employer in good faith in all aspects of the employment relationship
- Ensure you are performing solely work-related activities in work time
- Exhibit professional and courteous attitude when dealing with the Employer, its customers, employees, suppliers, and other members of the public
- Act in the Employers best interests at all times
- Fulfil other duties as required by management and other department personnel as requested/required

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date